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SECTION 7

INSTRUCTIONS FOR THE USE OF THE
COMBINED COURIER RECEIPT AND LOG RECORD
FOR CLASSIFIED AND CONTROLLED MATERIAL

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Not used as of 1/9/59

SECRET

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~~INSTRUCTIONS FOR THE USE OF THE~~
COMBINED COURIER RECEIPT AND LOG RECORD
FOR CLASSIFIED AND CONTROLLED MATERIAL

PART I

1. PURPOSE

~~THESE INSTRUCTIONS~~

Section 7 of this Handbook will give guidance and direction in the use and preparation of the combined Agency Courier Receipt and Log Record Form No. 240 Revised.

2. WHEN TO USE

Form No. 240 Revised will be prepared in full and used in the transmittal of all Secret, Confidential or other Controlled material between Agency components. It is not intended that the use of this form will interfere with the internal documentary control system set up by many components. (See Part II, Par. 4)

3. ADVANTAGES

The use of Form No. 240 Revised will contribute the following advantages:

- a. One writing will prepare (1) two Log Records (2) Courier Receipt (3) Address Label
- b. Identical Log data established for both the Originating and Receiving Offices.
- c. The same identifying number is set-up for each transaction at three points - Central Courier Receipt File, the Originating Office and the Receiving Office.
- d. Protection against errors in transcribing data
- e. Correct, legible address assured
- f. Man-hour cost saved by eliminating entries into two log records and repeated writing of addresses on documents.
- g. Saving in the material cost of providing log books or log cards

4. SECURITY

The use of this form as a LOG RECORD for the Originating and Receiving Offices meets security standards.

PART II

1. DESCRIPTION

Form No. 240 Revised is a four part, inter-leaved carbon, prenumbered, form that combines the preparation of the Courier Receipt with the Log Records for Secret, Confidential, and other controlled material in both the Originating and Receiving offices. (See attachment No. 1)

With one writing the spaces titled "FROM" and "TO" and "DATE" are completed and register on all four copies. The "LOG" DATA entered will register only on copies 1 and 2

Each set of Form 240 Revised will be pre-numbered with a letter and six digit number (A123456). No number will be duplicated. The number is for identification only, Sequence of issuance is not required and should not be attempted.

2. COPY DISTRIBUTION

Copy no 1 is retained by the Originating Office and becomes their Log Record. When required, the Courier will sign, date, and indicate the time of pick-up on the face or reverse side of this copy.

Copy No. 2 is enclosed with the material being forwarded and will furnish a duplicate Log Record for the same document at the Receiving Office.

Copy No. 3 will serve as the Courier Receipt and in no way change the current procedure. This copy will be signed by both Courier and Addressee and retained by the Courier for filing in the central Courier Receipt file.

Copy No. 4 has been provided to serve as an address medium when used in conjunction with the new Chain (window type) Envelope. Although not gummed on the back, Copy No. 4 can be secured to the face of other types of envelopes and serve as an address label.

3. FILING

The Log Record forms can be filed in three ways.

- a. Dispatch date
- b. Numerically
- c. Originating Office - By addressee } - sub break numerically or
Receiving Office - By sender } - chronologically.

Although filing by Dispatch Date or Numerically is unquestionably faster than filing by Addressee or Sender, it is recommended that method "C" (with numeric sub-break) be adopted for the following reason. When the need arises to trace down a missing dispatch, at least one factor is known - - - the components involved. Immediately the search is confined to a limited number of log record forms. ~~This~~ ^{DATE} will eliminate looking through a large number of non-related forms in the endeavor to locate a record of the missing dispatch. If by chance the number of the dispatch is known, the search will be speeded up proportionally.

IDENTIFICATION

4. DOCUMENT CONTROL FORMS

Document Control forms, such as Form No. 238 or other, are designed for internal use within the area of a given component. The conflict with Form No. 240 Revised develops only at one point - the Log Record. In practically all installations a copy of the form is used as the Log Record for both incoming and outgoing material. If a component desires to continue this practice it can do so. However care must be taken to tie the record into Agency Form No. 240 Revised when a transmittal between components takes place. This can be accomplished by the following procedure:

1. Form No. 240 Revised must be used for the transmittal of controlled material to another component. Copy No. 1 can be substituted for the Document Control copy in the Log Record file or enter the "Control Number" of the outgoing dispatch on the Document Control copy used for the Log Record as a tie in for future reference.
2. Incoming controlled material will be transmitted by the use of Form No. 240 Revised therefore will have a Log Record copy (No. 2) already prepared. This incoming copy can be used as the Log Record copy or tied into the Document Control copy established by posting the "Control Number" to the DC copy.

Complete tie-in must be maintained for all controlled material transmitted beyond the confines of a given area.

5. TRANSMITTAL OF BULK MATERIAL WITH A DETAILED MANIFEST ENCLOSED

In situations where the content of bulk material is listed in detail on an enclosed manifest, Form No. 240 revised will be used to cover the ~~entire~~ entire transmittal with proper referential information in the Log Data portion of the form to the detail found on the manifest.

6. SOURCE OF SUPPLY

Form No. 240 Revised can be drawn from established supply rooms.